



**STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
STATE FIRE MARSHAL'S OFFICE
CODES ENFORCEMENT SECTION**

Davy Crockett Tower, Third Floor
500 James Robertson Parkway
Nashville, Tennessee 37243-1162
Phone (615) 741-7190
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MODULAR MEMORANDUM

NO. 2004-01

RE: Monthly Inspection Reports of Tennessee Modular Building Units

DATE: August 24, 2004

All **Tennessee Modular Building Unit Construction Inspection Agencies (CIA)** are, hereby, instructed to furnish this office with copies of all inspection reports on **Tennessee Modular Building Units** which are manufactured in this state, or intended to be offered for sale, sold, or installed in this state.

The inspection reports are required to be submitted to this office on a monthly basis, no later than the tenth (10th) day of the following month.

The monthly inspection reports must contain the following information:

1. Cover sheet with the company letterhead, listing all of the companies clients, month of reported inspections, and year of reported inspections.
2. The Tennessee Modular Building Plan Number for the unit as listed on the **"Notification of Receipt and Filing"**, letter issued by this office.
3. Date of the Inspection.
4. Tennessee Modular Building Unit Certification Label Number(s).
5. Manufacturer's Serial Number(s).
6. The name and address of the manufacturing facility.
7. A full report of all inspections conducted, nonconformities observed, and corrective actions taken.

If you have any questions regarding this matter, please contact the Tennessee Modular Building Program at (615) 741-7190.